

MIC CORRECTION REQUEST

(The information presented is compiled and excerpted from Handbooks and Mortgagee Letters, along with subsequent clarifications such as the HOC Reference Guide.)

Date

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TO: DHUD – Denver Homeownership Center
Attn: MIC Corrections
1670 Broadway, 20th Floor
Denver, CO 80202

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OR: denhocinsure@hud.gov

FROM: **Lender's Name**
Contact Person
Phone Number
Fax Number

We are requesting a corrected Mortgage Insurance Certificate (MIC) for FHA Case number _____.

The required documentation is provided as indicated below as well as the original MIC (if pre-electronic).

____ ADDRESS CORRECTION: **URAR, TAX CERTIFICATE and NOTE**

____ MORTGAGOR NAME(s): **NOTE**

____ MATURITY & FIRST PAYMENT DATES, P&I, INTEREST RATE: **NOTE**

____ ADDITION OF CO-MORTGAGOR: **NOTE, URLA, 92900LT**

____ SOCIAL SECURITY NUMBER: **SOCIAL SECURITY CARD/PAYSTUB/W2**

____ OTHER: _____

Corrections that require recalled case binders from a Records Holding Center and will require additional processing time:

____ MORTGAGE AMOUNT (Check payment history for a principal reduction): **NOTE, HUD 1 and 92900LT (Submit payoff statement for a Refinance)**

____ FHA CASE NUMBER: **Note, 92900LT and URLA**

____ ****ADP CODE – MAJOR CHANGE (703 to 734, etc.): NOTE, 92900LT, BUYDOWN AGREEMENT and URLA****

____ COMPLETE Name change: **NOTE**

____ COMPLETE Address change: **URAR AND TAX CERTIFICATE**

*All mortgage services must check full payment histories on loans prior to any request for mortgage amount increases to verify that no Principal Reductions were made in order to insure the loan. Requests where Principal Reductions were made will be denied.